

CITY OF GLENDALE

TITLE:	Chief Librarian	CLASS CODE:	419
REPORTS TO:	Executive Director, Parks, Recreation and Library Services	GRADE:	36
DEPARTMENT:	Parks, Recreation, and Library	FLSA:	E
JOB DESCRIPTION DATE: March 21, 2012 lb			

JOB SUMMARY

Plans, organizes and directs the activities, programs, and staff of the library division system.

ESSENTIAL FUNCTIONS

1. Develops and institutes short and long-term goals and objectives for the library division in conjunction with the Executive Director. Implements master and business plan strategies.
2. Prepares short and long-range objectives and budgets based upon assessed needs of the city.
3. Manages all contractual agreements and services within the library division.
4. Establishes and implements departmental policies, procedures, goals and standards.
5. Develops management plans for the implementation of library operations, programming practices and procedures.
6. Develops and monitors library budget that includes operating and capital budgets.
7. Researches and develops new programs, operating procedures and revenue sources, and develops funding proposals.
8. Plans, designs and coordinates all projects relating to expansion of services or expansion or renovation of facilities.
9. Researches, analyzes, and prepares reports on the library division, project status, and accomplishments for city management, community organizations, and the general public.
10. Directs, supervises, motivates and evaluates staff.
11. Resolves complex or sensitive issues related to employees, citizens, or city facilities.
12. Serves as a city liaison for the Library Advisory Board.
13. Provides high quality public presentations to senior management, community groups and political entities.
14. Participates in the development, implementation, evaluation and enforcement of department policies, procedures, and standards.
15. Prepares and administers grant applications for library services.
16. Defines issues, collects data, analyzes information and evaluates alternative solutions.
17. Researches and develops new programs, operating procedures and revenue sources, and develops funding proposals.
18. Serves as acting department head in the absence of the Executive Director of Parks, Recreation and Library Services.
19. Prepares news releases, oral and written technical and statistical reports.
20. Interprets library services and policies to city officials, media representatives, community groups and citizens.

21. Represents the city and library division through participation in professional organizations and community groups.
22. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Skills, principles, methods and practices of library science
- Management practices and effective supervision
- Contract management principles
- Budget principles and practices
- Library technology and social media
- Integrated Library Systems, and Microsoft Office systems

Ability to:

- Plan, organize, and direct the activities of the Library System effectively
- Communicate effectively verbally and in writing
- Establish and maintain effective working relationships with City management, community boards and organizations and the public
- Recognize the needs and deficiencies of the Library System and community
- Answer complaints tactfully, respond in a timely and professional manner
- Supervise, organize and direct the work of employees
- Conduct research and analysis; evaluate programs; prepare reports and recommendations

WORKING CONDITIONS

Office setting.

MINIMUM QUALIFICATIONS

Master's Degree in Library Science from an American Library Association accredited university, and five years of professional library management experience including two years of supervisory experience.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.